



DEMOLITION PERMIT CHECKLIST

Project Address: _____ Date: _____

Permit Number: _____ Project Name: _____

In order to process and expedite your request for a Demolition Permit, please submit the applicable items listed below and include this Checklist in your submittal.

- ☐ Five (5) complete sets of drawings to include:
 - ☐ Architectural Demolition Plans
 - ☐ Civil Demolition Plans
- ☐ The following procedures must be signed off as complete before Permit issuance:
 - ☐ Permit application and site plan submittal
 - ☐ BAAQMD information letter to client
 - ☐ Planning Division sign off
 - ☐ Land Development Engineering sewer and water capped
 - ☐ Fire Department sign off
 - ☐ P.G. & E. Clearance form
 - ☐ Finance Department: No fees due; water meter removed
 - ☐ Building Division: ready to issue

Building Staff Use Only:

Notes:

1. All drawings and calculation must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General, and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.

Signature: I have read the above information and have submitted all the required information.

Print Name: _____ Telephone Number: _____

Signature: _____ Date: _____



DEMOLITION PERMIT CHECKLIST



DEMOLITION REGULATION 11, Rule 2

Notification Form

Site of Demolition

Notification must be submitted with payment

For Office Use Only	
J#	_____
I#	_____

Site Address: _____	Cross Street: _____
City: _____	Zip: _____
Owner/Operator _____	Phone () _____
Specific Location of Project within Building/Address: _____	
Check One: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multifamily Dwelling <input type="checkbox"/> Govt Bldg <input type="checkbox"/> School	

Contractor/Individual Performing Demolition

Name: Company/Individual _____	Contact: _____
Mailing Address: _____	
City: _____	Zip: _____ Phone: () _____
Have you previously submitted notifications for other sites? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of Demolition

Is this Demolition by Fire for Fire Training purposes?	<input type="checkbox"/> yes	<input type="checkbox"/> No
Is this Demolition ordered by a Government Agency? (Emergency only – attach copy of order)	<input type="checkbox"/> yes	<input type="checkbox"/> No
If not Demolition for Fire Training, check applicable method:		
<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Implosion	<input type="checkbox"/> By Hand <input type="checkbox"/> Other _____
Dates of Demolition: (Actual dates must be entered, "ASAP" or "SOON" will be rejected.)		
Start: _____	Completion: _____	<input type="checkbox"/> Weekend Work? <input type="checkbox"/> Night Work (After 5 PM)?

Asbestos Survey Report

Name of company that conducted survey: _____	
Address: _____	
City: _____	Zip: _____ Phone: () _____
Name of person who completed the survey: _____ CAC/SST #: _____	
Is /was asbestos present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who will remove/has removed prior to demo? _____	

Form Preparation Information

This form prepared by: _____	Title: _____
Name: Company/Individual _____	Phone: () _____
Address: _____	City: _____ State: _____ Zip: _____

See Page Two to Complete This Form



DEMOLITION PERMIT CHECKLIST

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: ☐ Check ☐ Cashier's Check ☐ Money Order (*payments must be delivered or mailed to:
939 Ellis St., San Francisco, CA 94109*)

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Demolition: _____

Form: Demo-04:3/21/2005

GENERAL INFORMATION

- This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Appropriate fee payment must accompany each notification. Notifications may be faxed to (415) 749-4658 or (415) 928-0338, but job numbers will not be issued until a valid check, cashier's check or money order for applicable fees is received.
- Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- An Acknowledgement Letter is mailed to the contractor/person listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.



DEMOLITION PERMIT CHECKLIST

Chapter 418

An act to add Section 19827.5 to the Health and Safety Code relating to demolition permits.

[Approved by Governor July 25, 1990. Filed with
Secretary of State July 25, 1990.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2791, Speier. Demolition permits.

Existing law does not regulate demolition permits granted to buildings containing hazardous air pollutants.

This bill would prohibit the issuance of a demolition permit as to any building or other structure except upon the receipt from the permit applicant of a copy of each written asbestos notification regarding the building that has been required to be submitted to the United States Environmental Protection Agency, or its designee, under certain provisions of federal law relating to hazardous air pollutants, except as otherwise specified. As to the agencies that issue demolition permits, this bill would thereby create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. Section 19827.5 is added to the Health and Safety Code, to read:

19827.5. A demolition permit shall not be issued by any city, county, city and county, or state or local agency which is authorized to issue demolition permits as to any building or other structure except upon the receipt from the permit applicant of a copy of each written asbestos notification regarding the building that has been required to be submitted to the United States Environmental Protection Agency or to a designated state agency, or both, pursuant to Part 61 of Title 40 of the Code of Federal Regulations, or the successor to that part. The permit may be issued without the applicant submitting a copy of the written notification if the applicant declares that the notification is not applicable to the scheduled demolition project. The permitting agency may require the applicant to make the declaration in writing, or it may incorporate the applicant's response on the demolition permit application. Compliance with the section shall not be deemed to supercede any requirement of federal law.

SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated

by this act. Notwithstanding Section 17380 of the Government Code, unless otherwise specified in this act, the provisions of this act shall become operative on the same date that the act takes effect pursuant to the California Constitution.



DEMOLITION PERMIT CHECKLIST

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

939 ELLIS STREET
SAN FRANCISCO, CALIFORNIA 94109
(415 771-6000)

REGULATION 11

HAZARDOUS POLLUTANTS

RULE 2

ASBESTOS DEMOLITION, RENOVATION AND MANUFACTURING

11-2-206 Demolition: Wrecking, intentional burning or dismantling of any structural element or all of a building included, but not limited to, any related cutting, disjoining, stripping, removal and handling operations or friable or non-friable asbestos materials.



DEMOLITION PERMIT CHECKLIST

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

939 ELLIS STREET
SAN FRANCISCO, CALIFORNIA 94109
(415 771-6000)

J #1111

January 1, 1991

ACKNOWLEDGEMENT

Bay Area Quality Management District acknowledges receipt of your Asbestos Demolition/Renovation Plan described as: Demolition

Site Address: 0000 First Street
San Francisco, CA 12345

Start Date:
Completion Date:
Removal Amounts: 0 Lin. Ft. 0 Sq. Ft. (square feet friable acm)

Should it become necessary to revise this plan, please do so in the spaces provided below and immediately copy the District by fax or by mail. Do not revise notifications that are exempt or for which you have not yet received acknowledgement.

REVISION #	START DATE	COMPLETION DATE	REMOVAL AMOUNTS
1	___/___/___	___/___/___	_____ Lin. Ft. _____ Sq ft.
2	___/___/___	___/___/___	_____ Lin. Ft. _____ Sq ft.
3	___/___/___	___/___/___	_____ Lin. Ft. _____ Sq ft.
4	___/___/___	___/___/___	_____ Lin. Ft. _____ Sq ft.
5	___/___/___	___/___/___	_____ Lin. Ft. _____ Sq ft.

Note: This form is not intended as verification or either the completeness or your original notification or of its compliance with District Regulation 11-2.



DEMOLITION PERMIT CHECKLIST

DEMOLITION RECYCLING REPORT PROCESS

Commercial and industrial demolition plans require submittal of this Recycling Report process.
If you have any questions regarding this process, call Leslie Stobbe at 408-586-3352.

1. **Prior to demolition permit issuance**, the Applicant, or Contracted Designee, shall submit Part I of a Recycling Report on business letterhead to the Building Division, for forwarding to the Engineering Section. This initial report shall be approved by the City's Utility Engineering/Solid Waste Section prior to demolition permit issuance. The report shall describe these resource recovery activities:
 - 1) What materials will be salvaged.
 - 2) How materials will be processed during demolition.
 - 3) Intended locations or businesses for reuse or recycling.
 - 4) Quantity estimates in tons (both recyclable and for landfill disposal). Estimates for recycling and disposal tonnage amounts by material type shall be included a separate items in all reports to the Building Division before demolition begins.

Applicant/Contractor shall make every effort to salvage materials for reuse and recycling.

2. Prior to completion of demolition and building permit issuance, applicant shall submit Part II of the Recycling Report to the Building Division, for forwarding to the City's Utility Engineering/Solid Waste Section that confirms items 1-4 of the Recycling Report, especially materials generated and actual quantities of recycled materials. Part II of the Recycling Report shall be supported by copies of weight tags and/or receipts of "end dumps." Actual reuse, recycling and disposal tonnage amounts (and estimates for "end dumps") shall be submitted to the Building Division for approval by the Utility Engineering/Solid Waste Section prior to inspection by the Building Division.
3. All demolished materials including, but not limited to broken concrete and paving materials, pipe, vegetation, and other unsuitable materials, excess earth, building debris, etc., shall be removed from the job site for recycling and/or disposal by the Applicant/Contractor, all o the satisfaction of the City Engineer or designee. The Applicant/Contractor shall, to the maximum extent possible, reuse any useful construction materials generated during the demolition and construction project. The Applicant/Contractor shall recycle all building and paving materials including, but not limited to roofing materials, wood, drywall, metals, and miscellaneous and composite materials, aggregate base material, asphalt, and concrete. The Applicant/Contractor shall perform all recycling and/or disposal by removal from the job site.

Received By: _____
Applicant or Contracted Designee

Date: _____

COPY: Utility Engineering/Solid Waste Section
COPY: Applicant/Designee
ORIGINAL: Building Division



**DEMOLITION PERMIT
CHECKLIST**

**PACIFIC GAS & ELECTRIC COMPANY
CLEARANCE LETTER**

Date: _____

City of Milpitas
Building Inspection Division
455 East Calaveras Boulevard
Milpitas, CA 95035

Regarding Project Address: _____
Demolition or Removal

This is to verify that the gas and electric facilities at the above-listed address will be disconnected by

_____.
(4 day date)

Signature of Representative
Pacific Gas and Electric Company

Signature of Contractor



DEMOLITION PERMIT CHECKLIST

FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Demolition conducted at a single family dwelling is subject to the following fee:

OPERATION FEE: \$43

Cancellation: \$43 (100% of fee) non-refundable, for notification processing.

Demolition conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies) is allowed upon payment of the following additional fee:

OPERATION FEE: \$297

Demolition, other than those conducted at a single family dwelling, is subject to the following fee:

OPERATION FEE: \$179

Cancellation: \$120 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of fire training is exempt from fee.

SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)

303.8 Surveys: Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.



**DEMOLITION PERMIT
CHECKLIST**

**CREDIT CARD PAYMENT FORM
(Visa and Mastercard ONLY)**

*for Demolition and Asbestos Job Notifications Use Only
for multiple notifications, please use a separate form for each job
Refer to Regulation 3, Schedule L for Fees*

Site Address _____

City _____ Zip _____

Project Description:

☐ Demolition Amount Paid \$ _____

☐ Renovation Amount Paid \$ _____

Removal Amount (of regulated asbestos):

_____ lin ft _____ sq ft _____ cu ft

PAYMENT TYPE: ☐ Mastercard ☐ Visa

CREDIT CARD INFORMATION:

Name _____

Company Name _____

Card No. _____ Expiration Date _____

Billing Address Zip Code _____

FOR OFFICE USE ONLY:

Authorization # _____ Invoice # _____ Date _____ Job # _____